

# ALABAMA BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

## **MINUTES - DRAFT**

### **Board Meeting**

**December 5, 2017**

The Alabama Board of Examiners of Landscape Architects met on Tuesday, December 5, 2017, at Macknally Land Design, 4000 3<sup>rd</sup> Avenue South, Suite 101, Birmingham, Alabama, to conduct regular business. The following members were in attendance: Mr. Larry Bates (Chairman), Ms. Lea Ann Macknally and Ms. Loise Mash. Also in attendance were Mr. Keith Warren, Executive Director, Ms. Leigh Mooror (Board Administrator) and Ms. Renee' Reames (Executive Secretary to Mr. Keith Warren, Executive Director, and serving as recording secretary). A quorum of the members was present and the meeting was called to order at 10:06 a.m. by the Board Chair, Mr. Bates.

Public notice of this regularly scheduled meeting was published on the Secretary of State's web site at [www.sos.alabama.gov](http://www.sos.alabama.gov) in accordance with the requirements of the Alabama Open Meetings Act and advertised on the Board's web site at [www.abela.alabama.gov](http://www.abela.alabama.gov).

The minutes from the May 31, 2017 Board meeting were presented to the members for their review. A copy of the minutes was provided to the members prior to the meeting. Ms. Mash made a motion to approve the May minutes as presented. The motion was seconded by Ms. Macknally and unanimously approved by the Board.

Mr. Warren presented the Executive Director's Report (copy filed in the Official Book of Minutes). Mr. Warren reviewed the FY 2017 financial activities for the period ending September 30, 2017, along with FY 2018 activities through November 30, 2017. A detailed line item budget of expenditures was also provided for the Board's review and the members discussed the amount of unobligated funds and fund balance during the first quarter of FY 2018. Ms. Macknally made a motion to approve the financial report as presented. The motion was seconded by Ms. Mash and unanimously approved by the Board.

Mr. Warren reported on the number of active licensees (263), and stated that the Board had not received any new complaints in FY 2018.

Ms. Mooror presented the Administrator's report of activities performed since the last Board meeting in May. She indicated that she would include, in future reports, a breakdown of in-state and out-of-state licensees. She commented on plans to process licensee ID cards through the new licensee database. The Board discussed the upcoming ASLA awards as a potential source to obtain photographs to post on the Board's website. Ms. Mooror commented on the supplemental examination and recommended that the examination be emailed to candidates. Ms. Macknally made a motion to approve the supplemental examination being email, rather than mailed, to the candidates. The motion was seconded by Ms. Mash and unanimously approved by the Board.

Ms. Moorer asked permission to serve on a CLARB committee, and the Executive Director and Board members approved the request. She also reported that the Board's new brochure was disbursed at the recent CLARB meeting.

The Board discussed the distribution of the new brochure to building/code officials. They discussed having a small booth at the upcoming Code Officials conference scheduled in March and asking to be a presenter. Also discussed was the upcoming ALDOT meeting as another source to distribute the Board's brochure. Ms. Mash made the motion to approve participating as an exhibitor in the upcoming Code Official conference. The motion was seconded by Ms. Macknally and unanimously approved by the Board.

Mr. Warren presented proposed rule changes for the Board's consideration and the Board discussed further amendments to read:

*Addition to Rule 500-X-2.02(1)(a): An application for licensure will become null and void and forfeiture of fees if all required documents are not received within one year of the initial date of application is received within the board office.*

*Deletion to Rule 500-X-2-.15(2): To be registered, a registrant who does not renew before March 15, of each calendar year will be required to file a new application and meet the statutory requirements in existence at the time of re-registration.*

*Addition to Rule 500-X-2-.15(2): To reinstate a license after March 15<sup>th</sup>, a registrant must submit the required documentation, to include CE, and reinstatement fee required for each year the license is expired. A registrant will not be eligible for reinstatement after five (5) years past the expiration date of said license.*

The Board discussed that the reinstatement period allowed for an archiving process for expired licensee files and clarified that former licensees reinstating their license within a five-year period, would be required to submit the following for each year that the license had expired: pay the licensing fees, pay the reinstatement fees and submit CE hours.

Ms. Macknally moved to approve the proposed changes to the Board's Rules as discussed. The motion was seconded by Ms. Mash and unanimously approved by the Board.

The Board discussed complaint-based activities of unprofessional conduct cited in the Code of Conduct. Mr. Warren commented that Board policies would be reviewed and presented as an Appendix to the Rules, along with the Code of Conduct, for the Board's approval.

Mr. Warren reported that Ms. Bettie Carmack, with the Attorney General's Office, had been appointed as the Board's Legal Counsel.

Mr. Bates reported on attending the CLARB meeting held in Boise, Idaho and topics presented: occupational licensing, diversity of the occupation, analysis of the licensure process and anti-trust information.

Mr. Warren reported that the Board's Legal Compliance Sunset audits were underway and a meeting with the Sunset Committee would be scheduled following the audit.

The Board discussed selecting Board meeting dates for the 2018 calendar year. By consensus of the Board, the following 2018 meeting dates were approved: May 29<sup>th</sup> at 10:00 a.m. and October 17<sup>th</sup> at 10:00 a.m.

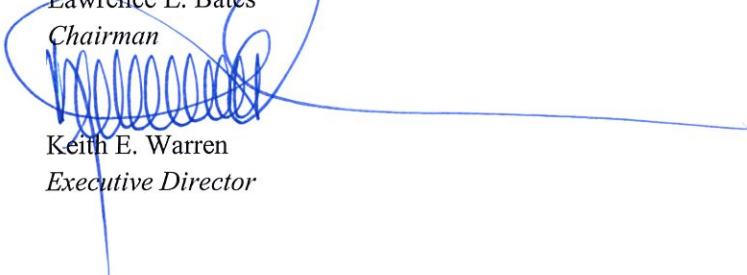
Ms. Moorer presented for the Board's approval and signature the applications for licensing. Ms. Macknally moved to ratify the approval of these applications as previously reviewed and approved by a Board member. The motion was seconded by Ms. Mash and unanimously approved by the Board (list of applications filed in the Board's Official Board of Minutes).

There being no further business of the Board, Ms. Mash made the motion to adjourn the meeting. The motion was seconded by Ms. Macknally and Mr. Bates adjourned the meeting at 11:40 a.m.

Respectfully Submitted,



Lawrence L. Bates  
*Chairman*



Keith E. Warren  
*Executive Director*

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